

2nd November 1962]

### APPENDIX III.

[Vide answer to Starred Question No. 1094 on page 470.]

With a view to secure a sufficient number of typists trained in Tamil typewriting for the offices in which the 'Tamil Scheme' has been introduced, as also for meeting the future requirements of the offices of the heads of departments, the Government have prescribed a compulsory scheme of training in Tamil typewriting on the standard key-board for all typists and steno-typists in all departments including those employed in the offices of the heads of departments (except the Judicial Department). The Government have also prescribed Tamil typewriting qualification for all future entrants to this category. As regards Secretariat Departments, the Government have ordered that, with effect from the next selection to the category of typists and steno-typists in the case of both direct recruits and those appointed on transfer, preference should be given to persons qualified in Tamil typewriting on the standard key-board at least by the lower grade. Persons with only English typewriting qualification appointed to these posts should acquire the Tamil typewriting qualification also within the period of probation.

The glossary of administrative terms containing Tamil equivalents of terms in common use has been recently revised and distributed to all Government offices. Supplementary glossaries of most of the departments containing Tamil equivalents of terms peculiar to those departments have been finalised. The question of introducing a 'Partial Scheme' of correspondence in Tamil in the offices of the heads of departments is being considered. Under this scheme, the correspondence from heads of departments to their subordinate offices and between themselves will generally be in Tamil except in cases of any special difficulty or when the reference is of a technical nature, and letters from the heads of departments to the public will also be in Tamil.

The introduction of the scheme in the Secretariat will take some more time, but no avoidable delay will be allowed to occur.

### APPENDIX IV.

[Vide answer to Starred Question No. 1102, on page 473.]

#### *Steps taken to control the speed of lorries.*

(1) Speed traps are held in Madras City and on important highways in the mufassal. V. H. F. sets have been sanctioned to facilitate speed traps.